



## GREENBELT COMMUNITY CENTER

15 Crescent Road, Greenbelt, MD 20770

Phone: 301-397-2208 Fax: 301-220-0561

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Office Use Only:

Date Entered:

Entered By:

Receipt #:

## FACILITY RENTAL APPLICATION

### CONTACT INFORMATION:

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### EVENT/ACTIVITY INFORMATION:

	<u>Greenbelt Resident Hourly Rate</u>	<u>Non-Resident Hourly Rate</u>
___ Gymnasium--Sports Only (Room 106)	\$45.00	\$55.00
___ Multi-Purpose Room (Room 201)	\$40.00	\$50.00
___ Dance Studio (Room 10)	\$35.00	\$45.00
___ Theater Rehearsal Room (Room 202)	\$30.00	\$40.00
___ Senior Classroom (Room 114)	\$25.00	\$35.00
___ Community Meeting Room (Room 103)	\$25.00	\$35.00
___ Gallery (Room 112)	\$25.00	\$35.00

Event/Activity: \_\_\_\_\_

Date(s) of Reservation: \_\_\_\_\_ Day(s) of Week: Su M T W R F Sa

Time of Reservation: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_ Number of Tables needed: \_\_\_\_\_ Number of Chairs needed: \_\_\_\_\_

### DISCLOSURE:

The Greenbelt Community Center retains the right to cancel any approved reservation if the room reserved is needed for an official City or Recreation Department program or event.

**Greenbelt resident proof is required: State issued photo ID or current lease with a valid Greenbelt address.**

By signing this form you agree to abide by all procedures and rules outlined in the *Facility Usage Policies* document, to accept full responsibility for all attendees of your event and understand all penalties associated with not abiding by these policies.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT INFORMATION: ☐Cash (only accepted M-F 9am-430pm) ☐Check ☐Money Order ☐Credit Card

A valid credit card number must be provided and will be charged up to \$500 if facility rules and policies are violated or damage to the facility or its contents occurs during the rental time.

Name on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Holder Signature: \_\_\_\_\_